Technical Assistance Plan

The following pages provide guidance for developing a case assessment, classification, and management system and requesting needed technical assistance for this process. Completion of the forms is optional. Please copy these pages or remove the perforated copies of the same documents found in Appendix E and use them as needed.

1. Current Practices

A. How are cases presently assessed, classified, and managed in your program or jurisdiction?

B. What are the benefits of this system?

C. What problems have been encountered?

2. Goals

What does your program or jurisdiction hope to accomplish by developing or changing its case assessment, classification, and management system?

3. Involve Key Stakeholders

A. List the individuals (and their roles) who are already involved in considering this change.

B. List other individuals (and their roles) who may be affected by or concerned about this change.

C. List all persons who will be involved in future decisionmaking about this change.

4. Determine Purpose and Goal

A. State the purpose and/or goal for developing or changing your case assessment, classification, and management system.

B. Refer to your mission statement. Is the purpose or goal stated above consistent with your mission statement? If not, what are the differences?

5. System Components

A. In which part(s) of the juvenile corrections system (i.e., detention, community corrections, institutions) do you want to initiate or refine a case assessment, classification, and management system?

B. What outcomes do you hope to achieve by making this program change?

6. Case Assessment Instruments

A. Do you presently use a case assessment instrument? If so, what are the strengths and weaknesses of this instrument?

B. What type(s) of instrument do you need to develop or adopt?

☐ Risk assessment.

☐ Placement/custody assessment.

☐ Needs assessment.

C. Looking at the examples of assessment instruments in Attachments A–L (pages 146–157), are any of these suitable for your program or jurisdiction?

D. Are there any items that need to be added to or deleted from one of these instruments?

E. If you adopt, modify, or develop an instrument, how will you validate it for your program or jurisdiction?

F. Who will be responsible for administering and scoring assessment instruments? When and where will they be administered?

7. Classifications

A. How do you presently classify youth in your program or jurisdiction?

B. How many classification categories do you need to have?

C. What cutoff scores on the assessment instruments will be necessary to establish these categories?

D. Will you use the scores from one assessment instrument, or will you combine the needs assessment with the risk or placement/custody instrument to determine a youth's classification? If you combine instruments, how will you do this?

E. Will you allow staff to override an assessment instrument score? If so, will you have mandatory or discretionary overrides? What parameters will you place on the use of overrides?

8. Case Management

A. How will you assign staff and/or make workload assignments based on your classification system?

B. How will case plans for youth be developed and implemented?

C. How will case plans and services for youth be monitored?

D. How and when will cases be reassessed and classifications and/or case plans revised? Who will have responsibility for this function?

9. Program or Agency Management

    A. Will you use information from the case assessment and classification process to accomplish any of the following management tasks?

        ☐ Setting priorities among many competing needs.

        ☐ Developing workload standards and requirements for staff.

        ☐ Evaluating case plans and services provided.

        ☐ Planning.

        ☐ Budgeting.

        ☐ Monitoring.

        ☐ Evaluation.

    B. If so, who will have responsibility for doing this? When and how will it be done?

10. Resources

A. Will any additional resources (e.g., staff, funding, equipment) be needed to implement this system?

B. If additional resources are needed, how will they be obtained?

C. Will any current resources need to be redistributed to implement this system? If so, how will that be accomplished?

11. Training

A. What staff training will be necessary to implement this system effectively?

B. Who will be responsible for developing and conducting this training? When will it be provided?

C. How will ongoing training needs (for present and future staff) be met?

12. Program Options

A. Are there sufficient program options available to implement your classification system fully?

B. If not, what additional program options are needed?

C. How will this need be met? Are there additional options that can be developed within the agency? Are there programs that can best be provided by other resources, such as community agencies?

13. Evaluation

A. What process measures will you include in the evaluation?

B. What case factors will be evaluated?

C. What agency functions will be evaluated as they relate to the assessment, classification, and management system?